
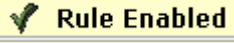


WebMail Upgrade

The following are some important changes to note which will occur in the upgrade to the new WebMail system in Spring 2006. All WebMail users should be aware of the following:

1. Creation of Spam Filters.


- Two Spam filters will already be created for every WebMail user. These filters will automatically take any messages which have been identified by The University of Akron as spam and place them in the SpamMail folder. However, *you must enable these filters in order to make them active. It is highly recommended that everyone enable these filters the first time they log in to the upgraded system.* Follow the steps below to enable the filters:


1. Select the Filters icon  at the top of the screen.
2. Select **Edit your filter rules.**
3. Find the rule labeled “**filter messages starting with {SPAM? [DISABLED]}** and click the red X in the Enabled column.
4. Find the rule labeled “**filter messages starting with {SPAM! [DISABLED]}** and click the red X in the Enabled column.
5. The rules are now enabled as identified by the check in the Enabled column and the message  at the top of the screen. From this point on, any messages identified by the server as spam will automatically be moved to the **SpamMail** folder.

You should check this folder periodically to determine if there are any legitimate messages and to permanently delete those messages which are spam.

2. Auto Responder/Vacation Messages (for students).


- Students now have the ability to setup an auto responder message to indicate they will be on vacation/unavailable for a certain amount of time. Follow the steps below to enable the auto responder message:

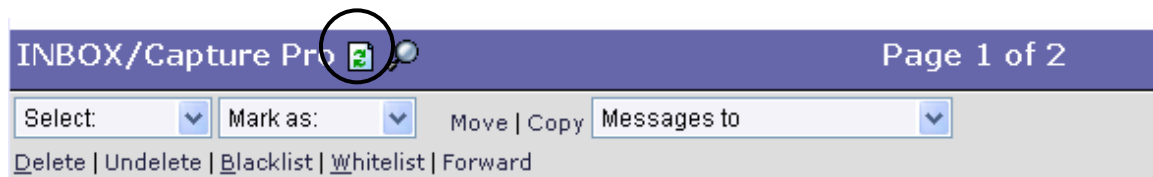
1. Select the Filters icon  at the top of the screen.
2. Select **Edit your filter rules.**
3. Find the rule labeled “**Vacation [DISABLED]** and click the word Vacation.
4. There are various settings you can adjust – addresses to NOT send responses to, whether or not to send the auto responder message to lists, number of days between vacation replies, subject of the auto responder message, the text of the message.
5. After making your changes click the Save button.
6. Click the **Return to Rules List** button.

7. Click the red “**X**” in the **Enabled** column for the Vacation filter.
8. The rule is now enabled as identified by the check in the Enabled column and the message  **Rule Enabled** at the top of the screen.
9. Make sure to disable the vacation message upon your return. To disable the message, click the green check in the enabled column for the filter and this will disable the filter.

NOTE: Anyone with an Exchange email account (faculty and staff) should **NOT** use the filters in WebMail – the WebMail filters will **NOT** work for Exchange clients. Exchange clients should use Outlook to manage filters.

3. The Refresh icon.


- While viewing the Inbox, you may need to click the Refresh  icon located at the top of the screen to refresh the page and load any new messages that have arrived.




4. Setting preferences for deleting messages.

- Similar to the earlier version of WebMail, deleted messages are marked for deletion – you must click on Purge Deleted to remove the deleted message from your inbox. You can set your mail preferences to be moved to the Trash folder rather than being marked for deletion. Refer to the WebMail manual, **Chapter 5: Mail Options** (Message Options) for instructions on this process.


5. Availability of Expand Names icon to assist with addressing mail.


- When composing messages, a new Expand Names button  **Expand Names** allows you to save time by entering the recipient’s name, or part of their name. Clicking this button will expand the name to the full e-mail address. Further information on this new feature can be found in the WebMail manual – **Chapter 2: Sending Mail**.

6. Ability to compose messages in HTML format.

- A new button,  **Switch to HTML composition**, has been added for composing messages in HTML format. Selecting this button will open an editor window which allows for advanced formatting – such as bold, italics, font selection, etc. Further information on this new feature can be found in the WebMail manual – **Chapter 2: Sending Mail**.

7. Availability of “Add to Address book” icon to easily add the sender’s email address to the address book.

- If you wish to add the sender of the message to your address book click the address book icon  to the right of the sender’s name.
- A confirmation will appear at the top of the message, indicating the address was successfully added:

 **Entry "Keith A. Piepho" was successfully added to the address book**

8. Additional features available for managing folders.

- These include marking all messages in a folder as seen or unseen, downloading folders in .zip format, purging folders, and importing messages. For details on managing folders refer to the WebMail manual – **Chapter 3: Managing Folders.**